

INFORMATION BULLETIN

JOB TRAINING PARTNERSHIP ACT

Number: B98-26

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TO: SERVICE DELIVERY AREA ADMINISTRATORS
PRIVATE INDUSTRY COUNCIL CHAIRPERSONS
EDD JOB SERVICE OFFICE MANAGERS
402 MIGRANT AND SEASONAL FARMWORKERS' SERVICE PROVIDERS
JTPD STAFF

SUBJECT: TITLE III DISLOCATED AGRICULTURE INDUSTRY WORKER
SOLICITATION FOR PROPOSAL (SFP)

This information bulletin announces the release and transmits a copy of the Job Training Partnership Act (JTPA) Title III Agriculture Industry Worker SFP for Program Year 1998-99. Interested parties are invited to submit proposals. It is proposed that this SFP will be valid for one-year funding.

This SFP is based on information gathered and experience gained from the Agriculture Industry Initiatives pilot project.

We are sending this SFP out to solicit projects to be funded with federal Title III Governor's Reserve funds. The project must demonstrate capability to administer effectively a diversified employment development program for dislocated agriculture industry workers.

Due to time constraints, a formal bidder's conference will not be held.

If you are interested in obtaining additional SFP package(s), you may do so the following three ways:

1. Telephone Polly Forehand at (916) 654-8697.
2. Send a written request to :

Employment Development Department
Job Training Partnership Division
Attention: Polly Forehand
P.O. Box 826880, MIC 69-1
Sacramento, CA 94280-0001

3. Send electronic mail to:

Pforehan@edd.ca.gov

Please refer questions to Polly Forehand at (916) 654-8697 or your program manager. As stipulated in the SFP, late proposals will not be considered for funding. Proposals are due November 6, 1998.

/S/ BILL BURKE
Assistant Deputy Director

Attachments

SOLICITATION FOR PROPOSALS (SFP)

**TITLE III GOVERNOR'S RESERVE FUNDS
DISLOCATED AGRICULTURE INDUSTRY WORKERS'
PROGRAM**

SIGNIFICANT DATES

TIME FRAMES

Solicitation for Proposal Release	September 30, 1998
Proposal Submission Deadline	November 6, 1998, by 5:00 p.m.
Evaluation and Scoring	November 9, 1998, through November 13, 1998
Site Visits	November 16-20, 1998
Award Announcements	November 30, 1998
Contracts Finalized	December 31, 1998

JOB TRAINING PARTNERSHIP ACT (JTPA)
TITLE III DISLOCATED AGRICULTURE INDUSTRY WORKER PROGRAM
SOLICITATION FOR PROPOSAL (SFP)

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**JOB TRAINING PARTNERSHIP DIVISION (JTPD)
TITLE III DISLOCATED AGRICULTURE INDUSTRY WORKER
SOLICITATION FOR PROPOSAL**

I. OVERVIEW

A. Purpose

Unpredictable employment cycles characterize a substantial number of the state's agriculture industry workers. Depending on the time of year, communities with high concentrations of agriculture industry workers experience high unemployment. Recent food processing plant closures have further exacerbated the high unemployment characteristic of these communities. As a result, demand for employment and training services increases in communities with significant agriculture industry worker populations.

An SFP process is being used to make available \$5,000,000 of the JTPA Title III Governor's 40 Percent Reserve funds. Applicants are encouraged to develop and implement innovative approaches to provide employment and training services to dislocated agriculture industry workers.

B. Background

For the past four years, the JTPD has provided funding to selected Service Delivery Areas (SDA) to conduct local projects to assist dislocated agriculture workers. Starting as a pilot project in 1994, the SDAs have reported success in retraining and placing Title III eligible dislocated agriculture workers in unsubsidized employment and enhancing a collaborative working relationship between the SDAs and 402 migrant and seasonal farmworkers' service providers.

Labor demands in the agriculture industry have been negatively impacted by a decrease in acreage utilized for production due to urbanization and increased use of mechanization in harvesting. The number of displaced agriculture workers has increased significantly during the last five years and the unemployment rate continues to be higher in the geographical areas associated with agriculture compared to the rest of the State. This group has both young and old workers as well as female and single head of household with multiple employment barriers. This group is also less likely to be absorbed by California's economy after a layoff than non-agriculture workers because of the multiple barriers.

The Agriculture Industry Worker program is designed to meet the needs of the agriculture workers who are not reached by the normal SDA operations. These workers do not frequent the one-stop centers, but rather rely on “word of mouth” communication with other co-workers and are hesitant to request services from organizations unfamiliar to them.

II. ELIGIBLE APPLICANTS AND FUNDING

A. Who Can Apply

Any organization that can demonstrate, through the SFP process, an understanding of the problems of agriculture industry workers, a familiarity with the area to be served, coordination process with local SDAs and/or 402 migrant and seasonal farmworkers’ service providers, and a previously demonstrated capability to administer effectively a diversified employment and training program for agriculture industry workers.

B. Funding Availability

\$5,000,000 has been set aside from the Title III Governor’s 40 Percent Reserve funds for organizations which demonstrate a capability to administer an effectively diversified employment and training program that will serve the needs of displaced agriculture industry workers.

C. Operational Term

Projects are expected to begin by January 1, 1999, and terminate by December 31, 1999.

III. SCOPE OF WORK

Allowable activities under these projects may include: counseling (including financial), vocational assessment, labor market information, training, and job finding and job keeping skills. These services must be targeted to Title III JTPA eligible agriculture industry workers.

IV. GRANT INFORMATION

A. State Qualifying Criteria (specific criteria)

1. Demonstration of an understanding of the employment and training problems and needs of targeted agriculture industry workers in the geographic area to be served.

2. JTPD Directive D97-24, requires demonstration of coordination and linkages with EDD Job Service (JS) Offices and the SDAs to assure a coordinated approach to service delivery and to reduce the potential of duplication of effort. To accomplish this, required signatures from SDA administrator(s) and EDD JS Division Chief(s) must be secured.
3. Justification for the need for the project in the area to be served.
4. Past performance and/or demonstrated capability to conduct and administer a project that ensures eligible agriculture industry workers benefit to the maximum extent possible.
5. Demonstration that clear, specific, achievable goals and objectives have been established for the local project, including number of participants to be served, trained (by training activity), and placed in a job, on a quarterly basis.
6. Demonstration of reasonableness of the planned approach for accomplishing proposed services.
7. Indications of cost effectiveness, including cost per placement appropriate for the clientele, mix of services, and geographic area served.

B. Evaluation

The proposals will be reviewed and approved or rejected based upon overall responsiveness of the proposal's content and the application of the selection criteria, taking into consideration the extent to which funds are available. The maximum score possible is 100 points. The specific criteria and points allotted to each area are as follows:

Section A—STATEMENT OF NEED **10 Points**

- Is there evidence of an understanding of the employment and training barriers experienced among eligible agriculture industry workers who reside in the geographical area? (10 points)

Section B—TARGET PRIORITY GROUP **10 Points**

- Do agriculture industry workers comprise 100 percent of the project participants? (10 points)

Section C—GOALS AND OBJECTIVES **15 Points**

- Are goals clear? (5 points)
- Are objectives realistic? (5 points)
- Are objectives quantifiable? (5 points)

Section D—PLANNED APPROACH**20 Points**

- Does the planned approach correlate with “STATEMENT OF NEED?” (5 points)
- Do planned approach/activities appear to be an effective response to the problem? (5 points)
- Is placement an objective of the project? (5 points)
- Is it clear that agriculture industry workers would not have become employed without the project? (5 points)

Section E—COORDINATION WITH EXISTING SERVICES**20 points**

- Does project coordinate with other local services? (10 points)
- Are there linkages with other local employment and training entities? (10 points)

Section F—STATEMENT OF PAST CAPABILITIES**10 points**

- Does the applicant demonstrate previous success in the employment and training of agriculture industry workers? (10 points)

Section G—BUDGET**15 points**

- Is administration 15 percent or less for Title III funds? (5 points)
- Will the funds, if awarded, leverage other funds? (5 points)
- Do the costs appear reasonable? (5 points)

C. Administrative Cost Limitation

Title III resources have a 15 percent limit on administration costs.

D. Reporting/Closeouts/Monitoring**1. Reporting/Closeouts**

Successful applicants must compile and submit reports of enrollments, activities, expenditures and status of cash and close out information by the specified dates and in the specified format as prescribed by the state.

2. Monitoring

The operation of Title III funded projects will be subject to monitoring and oversight by the state in accordance with JTPA Directive D97-26, Protocols and Guidelines for State Monitoring Reviews.

V. HOW TO APPLY

A. Format Requirements

The application shall be submitted in the format described below. Proposals exceeding six pages of narrative will not be scored nor considered for funding. Supporting documents may be referenced and will not be considered part of the six pages:

1. Submit six copies of each proposal. All copies must have the JTPD Cover Page (first page of the SFP). Two sets must include original signatures.
2. In accordance with state policy for Title III 40% Governor's Reserve funds, proposals must be signed (two copies with original signatures) by the organization's signatory authority, the SDA administrator(s) and the EDD Job Service division chief(s) for the geographic area to be served.
3. Proposals will contain the following documents and not exceed twelve pages total:
 - FB98-26A Cover Page (one page)
 - FB98-26B Signature Page (one page)
 - FB98-26C Narrative (six pages maximum, typewritten, single-spaced ten point minimum font size)
 - FB98-26D Participant Plan
 - FB98-26E Budget Summary
 - FB98-26F Budget Detail
 - FB98-26G Equipment Budget

B. Proposal Deadline

All proposals are due **November 6, 1998**.

C. Where to Apply

- **Hand delivered proposals must be received by 5:00 p.m., November 6, 1998.** The address for hand delivery is as follows:

Employment Development Department
Job Training Partnership Division
722 Capitol Mall, Room W1077
Sacramento, CA 95814

- **Mail delivery must be received at EDD by 5 p.m., November 6, 1998.** The address for mailing is as follows:

Employment Development Department
Job Training Partnership Division
Attention: Polly Forehand
P.O. Box 826880, MIC 69-1
Sacramento, CA 94280-0001

- **Courier services/overnight mail must be received by 5:00 p.m., November 6, 1998.** The address for courier services/overnight mail is as follows:

Employment Development Department
Job Training Partnership Division
Attention: Polly Forehand
800 Capitol Mall, MIC 69-1
Sacramento, CA 94280-0001

NOTE: LATE PROPOSALS WILL NOT BE ACCEPTED

VI. APPEAL PROCESS FOR THE SFP

Appeals of the evaluation of a proposal and selection for award must be submitted in writing and transmitted by certified mail within ten days after the notification of contractor selection and award of subgrant.

A person or organization that wishes to appeal an action of the review team must base an appeal on one or more of the following reasons:

- The action of the review team is at variance with the law.
- The action of the review team contravenes published policy.
- It can be demonstrated that the material was submitted in a timely and proper manner and was not presented to or considered by the review team.

If, prior to the award of any subgrant which may result from this SFP, a timely appeal is filed against the awarding of a subgrant, the subgrant shall not be awarded until the appeal has been resolved, through due course, by EDD, State of California.

Written appeals should be sent to:

Employment Development Department
Job Training Partnership Division
Attention: Jim Curtis, Manager
Program Management Section
P.O. Box 826880, MIC 69-1
Sacramento, CA 94280-0001

IX. FAILED PROCUREMENT

The State reserves the right to reject any and all proposals when there are sound reasons in the best interests of the program.

JOB TRAINING PARTNERSHIP DIVISION
TITLE III DISLOCATED AGRICULTURE INDUSTRY WORKER
SOLICITATION FOR PROPOSAL
FORMS SUPPLEMENT

GENERAL INFORMATION

- Proposal is due by close of business **November 6, 1998.**
- Proposal will include the following documents which are attached and should not exceed twelve pages:
 1. FB98-26A Cover Page (one page)
 2. FB98-26B Signature Page (one page)
 3. FB98-26C Narrative (six pages maximum, typewritten, single-spaced, ten point minimum font size)
 4. FB98-26D Participant Plan
 5. FB98-26E Budget Summary
 6. FB98-26F Budget Detail
 7. FB98-26G Equipment Budget
- Proposal must include the organization's signatory authority.

TITLE III AGRICULTURE INDUSTRY WORKER PROGRAM SOLICITATION FOR PROPOSAL

Proposal No. _____
(JTPD use only)

Cover Page

Employment Development Department
Job Training Partnership Division
January 1, 1999 through December 31, 1999

Title III Funds Requested	\$
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Submitting Entity:	
Address:	
Contact Person	
Telephone:	
Brief description of the proposed program (less than 100 words):	

SIGNATURE PAGE

REQUIRED SIGNATURE FOR THE SUBMITTING ENTITY

Authorized Signature: _____

Typed Name of Authorized Signatory: _____

SERVICE DELIVERY AREA (SDA) REVIEW

Authorized Signature: _____

Typed Name of SDA Administrator: _____

EMPLOYMENT DEVELOPMENT DEPARTMENT (EDD) REVIEW

Authorized Signature: _____

Typed Name of
EDD Job Service Division Chief _____

NARRATIVE

The format of the proposal narrative must be structured as follows and may not exceed six single spaced, ten point font, minimum typewritten pages. Relevant supporting documents may be attached. These will not be considered as part of the six pages.

1. **Statement of Need:** Describe the specific need in the local area that will be addressed by the proposal. Include the geographic parameters, unemployment rate, number of agriculture industry workers in the local population (and the source of this data), local economic conditions (major employers, industry, etc.), and future employment trends (again, cite data source).
2. **Target Priority Group:** Identify the eligible agriculture industry group(s) to be served, i.e., migrant and seasonal farm workers, cannery workers and other dislocated agriculture industry workers. Clearly state the needs of the groups to be served and define any special problems to be addressed. Provide information and data to support the problems/needs of the target group(s).
3. **Planned Approach:** In preparing this section of the proposal narrative, you should keep in mind that there should be a direct relationship between the “Section A—Statement of Need” and the planned approach. This section should describe what, how, who, when, and where. Describe all aspects of the approach, including discussion of a least the following factors:
 - Identify and describe the specific training activities which will be implemented, e.g., on-the-job training, classroom training, customized training, etc.;
 - Proposed supportive services; and
 - Project beginning and ending date (limited to January 1, 1999 – December 31, 1999).
4. **Coordination with Existing Services:** Identify and explain any proposed linkages with other agencies or organizations, especially local EDD, SDAs and non-profit organizations.
5. **Statement of Capabilities:** This section should clearly demonstrate the organization’s capability to conduct and administer the proposed project. At a minimum, this section should include:
 - a. A statement demonstrating the organization’s overall capability in the management and operation of an employment and training project. Also the ability to submit accurate and timely reports; and
 - b. A complete listing of proposed sub-contractors, and their capabilities. This listing must conform to both “Section E—Coordination with Existing Services”
C—Budget.”

**JTPA TITLE III ADJUSTMENT SERVICES PROJECT
PARTICIPANT PLAN**

Subgrantee:						
Project Title:						
Term:			through			
Regional, Industrywide or Statewide Project			Yes <input type="checkbox"/>		No <input type="checkbox"/>	
Initial Application ("X"): <input type="checkbox"/>			Amendment Request Number:			
I. QUARTERLY ENROLLMENT AND TERMINATIONS						
Quarter End Date (MM/YY)						
A. Total Participants						
B. Total Terminations						
C. Current Enrollment (IA-IB)						
II. TOTAL SERVICE PLAN (total participants to receive each of the following services)						
A. Basic Readjustment Services						
B. Job Search and/or Job Club						
C. Basic, Remedial, GED, Vocational English or Other English Skills Training						
D. Occupational or Vocational Classroom Training						
E. On-the-Job Training						
F. Other Training (Specify):						
III. TOTAL PARTICIPANT OUTCOME PLAN (IIIA+IIIB+IIIC+IIID=IB)						
A. Total Entered Employment						
Total Entered Employment from Retraining (Subset of IIIA)						
B. Transfers to Other JTPA Programs						
C. Entered Non-JTPA Programs						
D. All Other Terminations						
IV. TOTAL PROJECT GOALS AND COSTS PLAN						
A. Entered Employment Rate (IIIA/IB)						
B. Average Wage at Placement						
C. Cost per Participant (Total Expenditures/IA)						
D. Cost per Entered Employment (Total Expenditures/IIIA)						

**JTPA TITLE III ADJUSTMENT SERVICES PROJECT
BUDGET SUMMARY**

Subgrantee:				
Project Title:				
Term:		through		
Regional, Industrywide or Statewide Project		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Initial Application ("X"): <input type="checkbox"/>		Amendment Request Number:		
I. COST CATEGORY EXPENDITURE PLAN				
Cost Category	Year 1	Year 2	Year 3	Total
A. Basic Readjustment				
B. Retraining				
C. Needs Related Payments				
D. Supportive Services				
E. Administration				
F. Total				
II. QUARTERLY CUMULATIVE EXPENDITURE PLAN				
Quarter (Specify year)	Year 1	Year 2	Year 3	Total
A. 07/01-09/30/				
B. 09/01-12/31/				
C. 01/01-03/31/				
D. 04/01-06/30/				
E. 07/01-09/30/				
F. 09/01-12/31/				
G. 01/01-03/31/				
H. 04/01-06/30/				
I. 07/01-09/30/				
J. 09/01-12/31/				
K. 01/01-03/31/				
L. 04/01-06/30/				
III. COST LIMITATION EXPENDITURE PLAN				
Cost Limitation	Year 1	Year 2	Year 3	
A. Administration Percent of Total Expenditure (IB/IF)	%	%	%	
B. Retraining Percent of Total Expenditure (IE/IF)	%	%	%	
C. Retraining Waiver Requested (X)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

**JTPA TITLE III ADJUSTMENT SERVICES PROJECT
BUDGET DETAIL**

Subgrantee:					
Project Title:					
Term:		through			
Regional, Industrywide or Statewide Project		Yes <input type="checkbox"/>		No <input type="checkbox"/>	
Initial Application ("X"): <input type="checkbox"/>			Amendment Request Number:		
BUDGET DETAIL BY COST CATEGORY AND EXPENSE ITEM					
Item Description	Basic Readjustment Services	Retraining	Supportive Services	Administration	Total
A. Staff Salaries					
B. Staff Benefits					
C. Staff Travel					
D. Operating Expenses (communications, facilities, utilities, maintenance, consumable supplies, etc.)					
E. Equipment (attach Equipment Budget for items with a unit cost over \$5,000)					
F. Tuition Payments					
G. On-the-Job Training Reimbursements					
H. Participant Wages, Benefits and Worker Compensation (disaster projects only)					
I. Relocation Assistance					
J. Supportive Services					
K. Needs Related Payments					
L. Indirect Costs*					
M. Other					
N. Total					

*** Cognizant Agency (specify):** _____

**JTPA TITLE III ADJUSTMENT SERVICES PROJECT
EQUIPMENT BUDGET**

Subgrantee:				
Project Title:				
Term:		through		
Regional, Industrywide or Statewide Project		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Initial Application ("X"): <input type="checkbox"/>		Amendment Request Number:		
EQUIPMENT BUDGET				
Equipment Item Description*	Quantity	Unit Cost	Percent Charged to Project	Total Cost
Grand Total				

*List equipment items having a useful life of more than one year with a unit acquisition cost of \$5,000 or more being charged to this project. Attach a justification for purchase versus lease or use charges when the life of the item exceeds the term of the project.